



City of Flagstaff
Community Development Department
Private Development Engineering

ENGINEERED PLANS REVIEW PROCESS

1. **Plan Submittal** – After the Applicant has received site plan or tentative plat approval from DRB, the Consultant submits: seven (7) sets of engineered plans, two (2) copies of the design reports (water, sewer, drainage*, traffic, soils, etc.), and a plan check fee of \$225 per sheet for engineering plan review and \$225 per sheet for Stormwater plan review. The City's assigned Project Manager will check the submittal for completeness and then notify the Consultant of any deficiency. The review timeline does not begin until the submittal is complete. Please use the Engineered Plans Transmittal Form (included in this packet) when making all submittals. At this time, the Consultant will also submit for ADEQ review, which is a separate process. If the ADEQ submittal is delayed, it may become the critical path item and could delay final approval.
*The 1st submittal of the drainage report is \$200.00. All subsequent submittals are \$100.00 each.
2. **Plan Routing And Review** – The Project Manager will distribute the plan sets to the Case Manager, Stormwater staff, and other City departments for their review. The Community Development router goes to Building, Traffic Engineering, Survey, Capital Improvements, and Off-site Inspection. The Citywide router goes to the following: Utilities, Sewer, Water, Public Works, Fire, Streets, and Sanitation. The first submittal review period is 30 calendar days starting the day that the plan submittal is complete. If plans are approved at this point, go to step 4.
3. **Reviewers Comments** – The Project Manager assembles comments from all the reviewers. Written review comments are faxed to the Consultant. Hard copies of the review comments are mailed to the Developer and other involved parties. Three sets of plans are required and the plan review period is 15 calendar days for all subsequent submittals. The initial plan review fee covers the first two submittals. Each submittal beyond the second submittal will be charged an additional plan review fee of \$225 per sheet for Engineering plan review and \$225 per sheet for Stormwater plan review, due upon submittal.
4. **Plan Approval** – The Engineering Project Manager notifies, in writing, the Design Consultant, Developer and involved parties that the plans are conceptually approved and it is time to submit the mylar set of plans. ADEQ must be approved prior to Public Improvement Plans approval.
5. **Surety and Fee Calculation** – The Engineering Project Manager calculates the surety and permit fees from the quantities on the plans. A copy of these fees will be provided to the Developer, the Community Development Front Counter, and the Grants/Contracts Manager.
6. **Mylar Submittal** – The Design Consultant submits one mylar set of plans with two cover sheets. Allow 2-4 days for the routing of plans for City approvals and signatures. One of the signed cover sheets will be returned to the Design Consultant. The mylars must contain the utility company sign-off information at the time of submittal.
7. **Grading Permit** – The grading plan process mirrors engineered plans to this point. Owner or Contractor will fill out Grading Permit Application (GPA). The GPA can be completed as soon as the grading contractor for the project is known. City Project Manager will need contractor information to prepare the permit. Allow 2-4 days after GPA is completed for information verification, department signatures (Building, Engineering, Stormwater and Planning) and permit preparation. Project Manager will notify Contractor and Owner when permit is ready. If the grading plans are in separate set from the Public Improvement plans, submit mylars of the grading plans upon approval of the grading plans. Contractor's signature and payment of fees are required to pick up the permit.

8. **Posting of Surety** – The surety may be posted at this time and must be posted prior to issuance of a building permit if desired prior to the completion of the public works improvements. To obtain Private Development surety forms by fax, dial (520) 214-2409 and follow the given instructions. If there are further questions about posting of surety, contact the Grants/Contracts Manager, Stacey Brechler-Knaggs at (520) 779-7662. Allow 2-4 days to process the surety approval.
9. **Approved Plan Sets** – After the Design Consultant picks up the signed mylar cover sheet, 6-8 sets (depending on public improvements to be done) of the approved plan are run and delivered to the City Project Manager.
10. **Apply for Permits** – The Developer's "A" licensed Contractor applies for permit(s) at the Community Development Dept. from counter. Submit a traffic control plan and construction schedule at this time. The Project Manager will notify the Contractor and Developer if the information submitted is insufficient.
11. **Pickup Permit(s)** – The Project Manager will notify the Contractor and Developer that the permits are ready to be picked up. Contractor comes to the Community Development front counter and signs for the permit(s). All plan review and permit fees must be paid prior to release of the public improvement permits.
12. **Inspections** – Contractor coordinates with the Off-Site inspector to complete inspections of improvements, and schedule final walk through.
13. **Building Permit** – Prior to issuance of the Building Permit, the surety must be posted or all public improvements must be completed. Also, the rough grading certification must be approved.
14. **Letter of Acceptance** – The Public Improvement inspector prepares a letter of acceptance when work is completed and submits it to the Project Manager for approval.
15. **Project Approval** – Project Manager reviews letter of acceptance. Upon approval, surety is released and a letter accepting the public improvements is sent to the developer.
16. **Occupancy** – Public improvements must be accepted, Final Grading Certification approved and any dedications of right-of-way or public utility easement before Private Development Engineering can sign off on a Certificate of Occupancy.

CONSTRUCTION MILESTONES

1. **Tree Protection** – Prior to any site work, tree protection must be in place, inspected and approved by the Planning Department.
2. **Rough Grading Certification** – A rough grading certificate must be submitted and approved by the Engineering Department prior to issuance of any building permits. Please allow approximately 2 days for review and site visit.
3. **Final Grading Certification** – A final grading certificate must be submitted and approved by the Engineering Department prior to issuance of the Certificate of Occupancy. Please allow approximately 2 days for review and site visit.
4. **Public Improvement Completion** – Public Improvements must be completed and accepted prior to issuing a Certificate of Occupancy.
5. **Dedication of Easements and Right-of-Way** – Easements or ROW dedications must be completed prior to issuing a Certificate of Occupancy.



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ENGINEERED PLANS SUBMITTAL FORM

PROJECT NAME: _____ DATE: _____

ADDRESS: _____ DRB #: _____

SUBMITTED BY: _____

1ST SUBMITTAL CONSTRUCTION AND GRADING PLANS – 7 SETS OF PLANS

Drainage Report (2 copies) Fee: \$200

Soils Report (2 copies)

Traffic Impact Analysis (2 copies)

All sheets fee (Engineering) \$225 per sheet x _____ sheets = \$ _____

All sheets fee (Stormwater) \$225 per sheet x _____ sheets = \$ _____

Other: _____

1ST SUBMITTAL GRADING PLANS ONLY – 4 SETS OF PLANS (IF PROJECT ENTAILS GRADING ONLY)

Drainage Report (2 copies) Fee: \$200

All sheets fee (Stormwater) \$225 per sheet x _____ sheets = \$ _____

Other: _____

1ST SUBMITTAL ADEQ – 1 SET OF PLANS

Application for Construction Permit

Application for Approval to Construct Water and/or Wastewater Facilities

Water and Sewer Service Agreement (with appropriate signatures)

Solid Waste Service Agreement (with appropriate signatures)

Water System Report

Sewer System Report

Fees: \$65 per sheet x _____ sheets = \$ _____

Other: _____

2nd SUBMITTAL CONSTRUCTION AND/OR GRADING PLANS – 4 SETS OF PLANS

Construction and/or Grading Plans

Drainage Report Re-submittal (1 copy) Fee: \$100

ADEQ – 1 set of plans

Other: _____

ADDITIONAL SUBMITTALS CONSTRUCTION AND/OR GRADING PLANS – 4 SETS OF PLANS

Construction and/or Grading Plans (all sheets) Submittal # _____

All sheets fee (Engineering) \$225 per sheet x _____ sheets = \$ _____

All sheets fee (Stormwater) \$225 per sheet x _____ sheets = \$ _____

ADEQ Plans Submittal # _____

Fees: \$65 per sheet x _____ sheets = \$ _____

Drainage Report Re-submittal (1 copy) Fee: \$100

Other: _____

I hereby certify that the materials submitted at this time constitute a complete plan submittal. I understand that if this submittal is found to be incomplete, it will be returned without review or comments.